



# City of Seattle Seattle City Light Department

## DEPARTMENT POLICY & PROCEDURE

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**Subject****Number****DPP 500 P III-401, Schedule 116****Effective****CHARGES FOR CERTAIN ENGINEERING  
DESIGN WORK****January 11, 2012**

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**Supersedes****/s/ by Jorge Carrasco**

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**November 22, 2010**

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**Approved by Jorge Carrasco****Page 1 of 4**

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### **1.0 Purpose**

To provide instructions for charging customers for certain engineering design work performed by the Department at the customer's request. This shall apply to proposed projects to be undertaken on customer property or in the public right-of-way for the customer's convenience and/or enhancement of customer facilities. However, this does not involve estimate requests by governmental or public entities which may have special agreements with City Light or by City ordinance.

### **2.0 Organization Affected**

- 2.1 Energy Delivery Engineering
- 2.2 Finance Division
- 2.3 Customer Care Division, Electric Service Engineering

### **3.0 References**

- 3.1 Seattle City Light Construction Standards, located in the Energy Delivery Engineering, City Light Department.
- 3.2 Requirements for Electric Service Connection, adopted January 26, 2007 and as the same may be amended or superseded.

3.3 Distribution Design Guide-Seattle City Light, located in the Engineering Delivery Division, City Light Department.

3.4 Manual of Labor Units, located in the Energy Delivery Engineering, City Light Department.

#### **4.0 Definitions**

4.1 Rough cost estimate of charges. A preliminary overview of the job resulting in a range of dollar figures within which the final cost is expected to fall.

4.2 Detailed cost estimate. An estimate based on an engineering design review of the entire project broken down into the various elements of the design.

4.3 Project primarily benefitting the customer. A project initiated by and of benefit, or advantage, to the customer, with little or no benefit, or advantage, to the Department. Such a project might be a request from a customer for a cost estimate to relocate or place underground City Light facilities on private or public property for the benefit of the customer.

4.4 Customer. An official of the firm, corporation, government agency, or other entity receiving electric service from the Department; or a consultant, architect, or contractor representing the customer.

#### **5.0 Policy**

5.1 The Department shall prepare cost estimates for service installation work without additional charge. However, such estimating costs are generally included as an engineering cost component in the Department's installation charges.

5.2 The Department shall prepare customer requested rough cost estimates for projects which are primarily for the benefit of the customer without charge.

5.3 All engineering design time in excess of that required to prepare rough cost estimates for projects primarily benefitting the customer shall be billed to the customer.

#### **6.0 Responsibilities**

6.1 Electric Service Engineering shall be responsible for:

6.1.1 Making all customer contacts.

6.1.2 Arranging office and/or field meetings between the customer and the Energy Delivery Engineering.

6.1.3 Issuing billing requests.

- 6.1.4 Communicating and coordinating all requests and information between the customer, Engineering Delivery and Finance Divisions.
- 6.1.5 Reviewing and revising, if necessary, the present schedule in June of each year.
- 6.2 Energy Delivery Engineering shall be responsible for providing rough and detailed estimates of total project costs as requested by the Electric Service Engineering.
- 6.3 The Finance Division shall be responsible for preparing and sending billings to the customer, or the customer's representative, as requested by Electric Service Engineering through the submittal of a billing request form.

## **7.0 Procedure**

- 7.1 Electric Service Engineering is the contact with the customer or customers involved in a cost estimate request.
  - 7.1.1 Electric Service Engineering determines the nature and scope of the customer's request and obtains a clear understanding of the exact nature of the project.
  - 7.1.2 Electric Service Engineering informs the customer at this time if the Department will be billing for engineering costs.
- 7.2 Electric Service Engineering notifies Energy Delivery Engineering when the following occur(s).
  - 7.2.1 Any time limits required to meet customer needs shall be clearly indicated.
  - 7.2.2 If required, a representative from Electric Service Engineering will meet with Energy Delivery Engineering personnel and/or customer representatives to obtain information on the customer's problems and requirements.
- 7.3 Electric Service Engineering sends a Service Request to Energy Delivery Engineering providing information regarding the customer's request.
- 7.4 Engineering Delivery Engineering prepares the rough or detailed estimate of charges, as required by the customer and as directed by Electric Service Engineering.
  - 7.4.1 The rough or detailed cost estimate information is sent to Electric Service Engineering via e-mail or on the Service Request record and includes the rough or detailed project cost breakdown for labor, material, and miscellaneous charges.
  - 7.4.2 Energy Delivery Engineering adds a work order number to a billing request and sends the billing request to the Finance Division.
- 7.5 Electric Service Engineering notifies the customer of the estimated project cost and the engineering cost estimate charges, if any.

7.6 The Finance Division, as directed by the Billing Request, prepares and sends a bill for the engineering cost estimate time.

## 8.0 Appendix

Distribution: Posted online at <http://sclweb.light.ci.seattle.wa.us/dpp/>

## 9.0 Revision History

Version	Date	Changes Made	Author/Key Contact
2.0	11-21-11	Reviewed/no revisions to Schedule 116.  Update Coordinated By: Jackie Kirn	Electrical Services Engineer and Robert Bartley
1.0	10-18-10	Revised to update charges and text.  Update Coordinated By: Jackie Kirn	Margy Jones and Robert Bartley